

725 KAR 1:010. Records officers; duties.

RELATES TO: KRS Chapter 171

STATUTORY AUTHORITY: KRS 171.450

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.450 requires the department to prescribe administrative regulations governing the procedures for disposal of public records, and for the transfer of public records to the State Archives and Records Center. This administrative regulation is to assure uniformity and continuity in these procedures.

Section 1. Each constitutional, statutory, and executive authority of state and local government shall designate a member of the staff as records officer, whose duty shall be to represent his unit of government in its relations with the Division of Archives and Records.

Section 2. Duties and responsibilities of each records officer are as follows:

(1) He shall assist the Public Records Division in inventorying, analyzing, and scheduling disposition of records of his unit of government, or in any manner as approved by the agency head as may tend to establish an efficient system of records management.

(2) He shall keep a record of the destruction of public records, noting the authorization for said destruction and the amount of records destroyed. He shall make an annual report of this record to a designated superior and to the Director of the Public Records Division.

Section 3. No original documents may be destroyed by any political unit of state or local government after being microfilmed or otherwise duplicated without written approval of the Department for Libraries and Archives. (2 Ky.R. 535; eff. 7-7-76.)